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Accessing Elevator Hoistways and Pits

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Subject of Revision:

Updated with latest codes and information.

The Need for Non-Elevator Personnel to Access Elevator Hoistways

ASME A17.1 (2013), Section 8.6.11.4 requires written procedures for cleaning of car and hoistway transparent enclosures permitting "authorized personnel", trained as required, to perform the task.

ASME A17.1 defines Authorized Personnel as "Persons who have been instructed in the operation of the equipment and designated by the owner to use the equipment."

This department recognizes the need for non-elevator personnel to occasionally maintain or service other equipment or devices installed inside an elevator hoistway that are not a part of the conveyance. Purposes for access may include:

- 1). Maintenance of pit and hoistway 120 volt circuits for lighting and receptacles.
- 2). Installation or maintenance of pit sump pump or drain.
- 3). Installation or maintenance of smoke detectors and heat detectors.
- 4). Installation or maintenance of fire sprinklers.
- 5). Installation or maintenance of top of hoistway smoke vent
- 6). Installation or maintenance of ventilation or cooling system for elevator equipment.
- 7). Installation or maintenance of building materials such as fire-stopping.
- 8). Installation or maintenance of devices used for maintaining wireless communications for persons using the elevator.
- 9). Retrieval of lost articles.

Safe Access Procedure

A written procedure similar to that described in A17.1, 8.6.11.4 should be developed before personnel may enter a hoistway and/or pit. The procedure will identify crushing, fall, entrapment, confined space, electrocution or other hazards that may be present while accessing an elevator hoistway or pit. The procedure will identify the safety precautions to be utilized.

Authorized personnel accessing a hoistway should be given a copy of the procedure and all necessary training to ensure they will not endanger their safety or the safety of others.

A record should be kept of personnel who have been trained. Such procedure and record will not be evaluated by the department per SPS 318.1708(2)(k) 2.

Limitations of Activities by Non-Elevator Personnel

Elevator hoistways (and machine rooms) may *not* be used for piping, ductwork, wiring or other components that are not directly associated with the elevator. Elevator hoistways (and machine rooms) may not be used to access non-elevator equipment or components. See SPS 318.1702(3)(a) and building code SPS 362.3006(2), note.

Non-elevator personnel may *not* perform work on elevator components within the hoistway (or machine room). With the exceptions of replacing elevator car lamps and installing interior finishes, work may be performed on elevator equipment only by licensed elevator personnel.

The installation of interior finishes by non-elevator personnel requires the following:

- 1). The work is performed entirely inside the car.
- 2). The work is limited to finish surfaces of the walls, floor and ceiling. Materials exposed to the interior of an elevator must meet requirements for smoke development, flame spread rating and other requirements. See A17.1, 2.14.2.
- 3). The work does not involve equipment necessary for the elevator to be operational such as the car operating panel, and
- 4). The work does not result in an increase or decrease of more than 5% in the sum of the elevator car dead load plus its rated load. See SPS Table 318.1007-1, Item 11.

An owner or authorized individual may change lamps within a conveyance for conveyance illumination. See SPS 305.991(2)(b)2.